

Wolf Trap National Park for the Performing Arts

National Park Service
U.S. Department of the Interior
Vienna, Virginia



Welcome to the 2015 Job Fair

Each summer, over 100 summer seasonal employees are hired by the National Park Service and the Wolf Trap Foundation for the Performing Arts! Our summer staff includes paid employees and interns. We also have more than 700 volunteers at the park who do a variety of jobs. This job fair is your opportunity to learn more about the positions as well as how to apply!

First, please sign in at the table. If you would like to leave your contact information, please do!

As you look around the room, you will see a number of tables. At each table, there is a different set of people here to discuss jobs in their organization or Division. Please feel free to speak to the people at each table. The jobs, work hours, pay, and ways to apply are different, depending on the job. Feel free to ask us questions and to tell us about yourselves. That's why we are here!

Here is a brief description of the Divisions and organizations present today:

Visitor Services & Interpretation Division (Chief Ranger: Duane Erwin, Park Guide: Will Rifenbark) presents summer daytime programs at the Children's Theatre-in-the-Woods. Other programs include education programs, nature walks, backstage tours and the Pre-Performance Preview series. This Division also provides EMS/first-aid, crowd management, special parking, and general park information at Filene Center performances. The specific jobs include:

Visitor Services Assistant (GS-3): \$13.26 per hour. Provide traffic and pedestrian management, emergency response, and visitor assistance. Wears the park ranger uniform. Intermittent Work Schedule, but must be able to work nights and weekends. This job is also announced as **Student Intern (Visitor Services Assistant)** at the GS-3 level. These jobs are advertised on usajobs.gov.

Youth Conservation Corps, for ages 15-18: Multiple paid positions available. Two work crews- Grounds crew: work with park gardener on landscaping projects. Monday – Friday, 7:00 am – 1:30 pm and Theater crew: work at Children's Theatre-in-the-Woods with box office operations, backstage operations, workshop and performer assistance, patron assistance; also assists with landscaping/ painting projects. Tuesday – Saturday, 7:00 am- 1:30pm. For information on how to apply, speak with Will Rifenbark.

House Management Division (House Manager Sam Swersky)

In charge of providing all Front of House theater operations during shows at the Filene Center. All jobs this Division are advertised on usajobs.gov. The specific jobs include:

Usher (GS-3): \$13.26 per hour. General patron services for Filene Center performances including ticket taking, package/cooler inspections, seating, and audience management. Intermittent Work Schedule, but must be able to work nights and weekends. This job is also announced as **Student Intern (usher)** at the GS-3 level

Usher (GS-4): \$14.89 per hour. Supervision of patron services and usher staff in a seating section of the Filene Center. Intermittent Work Schedule, but must be able to work nights and weekends. This job is also announced as **Student Intern (usher)** at the GS-4 level

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Maintenance Division (Building Supervisor: David Ammen)

Maintains the park's facilities and grounds and assists with traffic management, special events and park operations. All jobs this Division are advertised on [usajobs.gov](https://www.usajobs.gov). The specific jobs include:

Laborer (WG-2): \$13.17 per hour. Direct traffic, assist with general upkeep of facilities, and prepare theater for performances. Intermittent Work Schedule, but must be able to work nights and weekends. This job is also announced as **Student Intern (Laborer)** at the GS-3 level.

Maintenance Worker (WG-5): \$18.22 per hour Performs duties in at least two of following trade areas: carpentry, painting, plumbing, cement finishing, roofing, masonry, or electrical work. May also lead work of WG-2 laborers. This job is also announced as **Student Intern (Maintenance Worker)** at the WG-5 level.

Motor Vehicle Operator (WG-5): \$18.22 per hour . Should be experienced in the following: operating hand tools and custodial power cleaning equipment, carpentry, plumbing, electrical work, painting, masonry, motor vehicle operator, and heavy work This job is also announced as **Student Intern (Motor Vehicle Operator)** at the WG-5 level.

Division of Performing Arts (Production Manager: Kenneth Lewis)

Furnishes technical direction and stage management for the theater and provides backstage support for artists and technicians. All jobs this Division are advertised on [usajobs.gov](https://www.usajobs.gov). The specific jobs include:

Stage Door Aide (GS-3): \$13.26 per hour. Staff support for Performing Arts Division. Assists in behind the scenes operations at Filene Center at Stage Door. Rotating Schedule (up to 32 hours per week). Day shift 8am-4:30pm and evening shift 4pm to close). This job is also announced as **Student Intern (Stage Door Aide)**

Wolf Trap Foundation for the Performing Arts (Dir. of Human Resources: Elizabeth Schill Hughes)

The official partner of the National Park Service at Wolf Trap. The Foundation is a nonprofit 501 c(3) organization. The Foundation is responsible, by Cooperative Agreement, for selecting and presenting Filene Center programming. They are also responsible for publicizing, funding, and providing ticket services for all productions as well as concessions and advertising.

The Wolf Trap Foundation hires for a wide variety of jobs, including concession stand attendants and supervisors, kitchen staff, Encore Circle hospitality staff, box office salespersons, gift shop cashiers and supervisors, Program and Production coordinator and administrative assistant, drivers, and hospitality staff. Most, but not all, positions require evening, weekend and possibly holiday availability. Some positions require daytime hours Monday through Friday.

The Wolf Trap Foundation also has a much-acclaimed internship program is designed to provide meaningful hands-on training and experience in the areas of arts administration, education, and technical theatre.